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NEH

National Endowment for the Humanities

Division of Fellowships and Seminars

Guidelines and Application Forms

Application Deadline: October 1, 1989

1990 Summer Stipends

READEX FICHE best copy available

NF 3.8/2:

Equal Opportunity
The National Endowment for the Humanities is responsible for ensuring compliance with and enforcement of laws prohibiting discrimination because of race, color, national origin, sex, handicap, and age in programs and activities receiving federal assistance. Endowment grant recipients are responsible for complying with these laws. For additional information concerning these obligations, or if you believe that you have been discriminated against in any program, activity, or facility receiving federal assistance from the Endowment, please write immediately to the director, Office of Equal Opportunity, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Note
If a proposed project relates to American Indians, Aleuts, Eskimos, or native Hawaiian people and artifacts, the applicant should obtain from the Endowment a copy of its code of ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American people.

Checklist of Application Materials for NEH Summer Stipends

- ☐ The original proposal, which includes
  - a) the one-page NEH application cover sheet,
  - b) a résumé,
  - c) a detailed description of the proposed study, not to exceed three pages, and
  - d) a one-page bibliography for the project;
- ☐ a separate page with names and titles of the two people who will be writing letters of recommendation;
- ☐ eight collated copies of the application cover sheet, résumé, description of the proposed study, bibliography, and page with the name and title of each referee;
- ☐ set of data cards, one 5″ × 8″ (card #1) and one 3″ × 5″ (card #2); and
- ☐ two letters of recommendation to be submitted separately by the referees on reference-letter forms.

Form OMB: 3136-0050
Expires 3/31/90

1990 NEH SUMMER STIPENDS

Application and Award Schedule

Application Deadline:	October 1, 1989
Notification of Awards:	Mid-March 1990
Beginning Date for Tenure of Awards:	As early as May 1, 1990

GENERAL INFORMATION

The National Endowment for the Humanities

The National Endowment for the Humanities is an independent grant-making agency established by Congress in 1965 to support research, education, and public projects in the humanities.

The Endowment supports work in the humanities through programs administered by five divisions--Education Programs, Fellowships and Seminars, General Programs, Research Programs, and State Programs--and two offices--Challenge Grants and Preservation.

The Humanities

In the act that established the National Endowment for the Humanities, the term humanities includes, but is not limited to, the study of the following disciplines: history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics; comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Work in the creative or performing arts--such as the writing of fiction or poetry, painting, sculpting, composing or performing music, acting, directing, and dance--is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should call or write the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for support from the National Endowment for the Humanities.

Those undertaking studies in the social and natural sciences that are historical or philosophical in approach, or that attempt to cast light on questions of interpretation or criticism traditionally in the humanities, are eligible for support from the National Endowment for the Humanities.

Endowment Fellowships and Summer Stipends

Through its fellowships and summer stipends programs, NEH supports advanced study and research in disciplines of the humanities by people of diverse interests, backgrounds, and circumstances: senior scholars; junior scholars; writers and scholars working in the humanities either independently or at nonacademic institutions; faculty members at institutions with extensive Ph.D. programs in the humanities; and faculty members in two-year, four-year, and five-year colleges and universities.

Projects supported by Endowment fellowships and summer stipends may contribute to scholarly knowledge, to the conception and substance of individual courses in the humanities, or to the general public's understanding of the humanities. Projects may treat broad topics or consist of study and research in a specialized field.

Problems pertinent to the humanities content of an applicant's own teaching field are an appropriate part of fellowship and summer stipend study. However, applications for surveys of courses and programs in other institutions or for the preparation of institutional curricula are not. Inquiries about the possibility of Endowment support for projects to improve curricula or the teaching of the humanities should be directed to the Endowment's Division of Education Programs. Also ineligible for Endowment fellowships and summer stipends are applications to improve methods of teaching, to carry out empirical educational research projects, or to examine theories of teaching and learning that lack content in a discipline of the humanities.

THE SUMMER STIPENDS PROGRAM

NEH Summer Stipends

NEH Summer Stipends provide support for faculty and staff members in universities and in two-year and four-year colleges; for staff members in libraries, museums, and historical societies; for independent scholars; and for other persons working in the humanities. The stipend enables recipients to devote two consecutive months of full-time study and research to their projects. An applicant's project may be one that can be completed during the stipend period, or it may be part of a long-range endeavor.

Stipend and Tenure

Each Summer Stipend provides $3,500 for two consecutive and uninterrupted months of full-time study or research. Summer Stipends recipients may not hold major fellowships or grants during the tenure of their awards, and they must devote full time to their projects for the two months of their tenure.

Summer Stipends normally support work carried out during the summer months, but arrangements can be made for holding tenure at other times of the year. Persons planning to begin tenure after April 1, 1991, should apply to the competition for 1991 awards.

Application Deadline and Award Notification

Applications for 1990 awards must be postmarked not later than October 1, 1989. Awards will be announced by mid-March 1990.

Criteria for Selection

Applications for Summer Stipends will be judged using the following criteria:

1. the quality or the promise of quality of the applicant's work;

2. the significance of the contribution that the proposed project will make to thought and knowledge in the applicant's field and to the humanities generally;

3. the conception, definition, organization, and description of the proposed project; and

4. the likelihood that the applicant will complete the project.

Eligibility

An applicant should be a U.S. citizen, a native resident of a U.S. territorial possession, or a foreign national who has been residing in the United States or its territories for at least the three years immediately preceding the application deadline.

Although applicants need not have advanced degrees, those whose professional training includes a degree program must have received their degrees, or completed all official requirements for them, by October 1, 1989. If a prospective applicant has completed all of the official requirements for the degree and is awaiting only the formal award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree. Persons seeking support for work leading toward degrees are not eligible to apply, nor are active candidates for degrees, even if they expect to have finished all work for their degrees by the time they would begin the tenure of the Summer Stipend, and even if the work proposed is not related to their degree programs.

Persons who have held a major fellowship or research grant during the 1987-88 academic year or during subsequent academic years are not eligible to apply. For the purposes of this guideline, a "major fellowship or research grant" is a postdoctoral award that provides support for a continuous period of time equal to at least one term of the academic year (for example, a quarter or a semester); that enables the recipient to pursue scholarly research, personal study, professional development, or writing; that provides a stipend of at least $6,000; and that comes from sources other than the recipient's employer. In this regard, sabbaticals and grants from a person's own institution are not considered major fellowships, nor are stipends and grants from other sources supporting study and research during the summer.

Previous recipients of Endowment Summer Stipends must wait five years before they are eligible to apply again to the program. Thus, persons who have held Summer Stipends in 1986 or later are not eligible to apply for 1990 awards. Persons may apply

to both the Summer Stipends Program and to other programs in the Division of Fellowships and Seminars. In general, however, persons may hold not more than one award from any of the division's programs in a given year. Persons successful in the July 1989 Travel to Collections competition may hold the Travel to Collections award and a 1990 Summer Stipend, but the amount of the Summer Stipends award will be reduced by the amount of the Travel to Collections award.

Nomination

Except for the cases noted below, applicants teaching in colleges and universities must be nominated by their institutions. Each institution should designate a nominating official, usually an academic vice president or dean, whose signature on the application cover sheets will indicate that the respective applicants are the institution's nominees.

Each college and university in the United States and its territorial possessions may nominate three members of its faculty for the Summer Stipends competition. Of the three nominees, no more than two may be in the early stages of their careers, that is, junior nominees; no more than two may be at a more advanced stage, that is, senior nominees.

For the purposes of the Summer Stipends Program, academic applicants who hold the rank of instructor or assistant professor or who are at comparably early stages of their careers will be considered junior nominees. Those holding the rank of associate professor or professor will be considered senior nominees.

Each institution should announce its nominating procedures to all prospective applicants. Those wishing to apply should become familiar with their institution's nomination procedures well before the application deadline of October 1, 1989.

Nonfaculty college and university staff members are eligible for the Summer Stipends Program. Such persons may apply without nomination provided that they will not be teaching during the 1989-90 academic year.

Academic applicants with appointments terminating by the summer of 1990 and others not employed by colleges or universities are exempt from nomination and may apply directly to the Endowment.

Applicants with proposals for projects on The Foundations of American Society or The Columbian Quincentenary (see below, Special Initiatives) may apply without nomination and are not counted against the ceiling of three nominees per institution.

All applications that require nomination must be signed by the officer authorized to submit the institution's nominations.

The nominating official should also send a letter to the Summer Stipends Program giving the names of the institution's nominees.

Special Initiatives

A special initiative is an undertaking by the Endowment to encourage proposals in all grant-making categories for projects relating to a specific subject or event.

Proposals are currently solicited for the following initiatives:

The Foundations of American Society

Within its existing programs, the Endowment continues to encourage study, research, and discussion about the history, culture, and principles of the founding period, an emphasis that began with the initiative on the bicentennial of the U.S. Constitution. Proposals may deal directly with the events and achievements of the founding period, including the ratification of the new Constitution, the establishment of the federal government, and the works of philosophy, politics, literature, and art that were produced during this founding period. They may also treat later events, achievements, and works that have resulted or developed from the founding period or that reflect or respond to its concerns and principles.

The Columbian Quincentenary

As part of the international observance of the 500th anniversary of Christopher Columbus's voyage of discovery to the New World, NEH invites proposals for original scholarship on related topics and for the dissemination of both new and existing scholarship. Topics may include the expansion of European civilization through the efforts of the Spanish and Portuguese crowns and the establishment of new societies and new forms of cultural expression through encounters among native American, European, and African peoples. Proposals may also explore the ideas--political, religious, philosophical, scientific, technological, and aesthetic--that shaped the processes of exploration, settlement, and cultural conflict and transformation set into motion by Columbus's momentous voyage.

Applications for projects on The Foundations of American Society and The Columbian Quincentenary are evaluated in accordance with the criteria used to assess other Summer Stipends applications and carry no advantage in the competition because of the proposed topic of study.

APPLICATION INSTRUCTIONS

General

Applicants should be thoroughly familiar with the information in this brochure before completing the application. Particularly, they should note the provisions regarding eligibility and nomination.

Applications must be postmarked not later than October 1, 1989. They should be addressed to

Summer Stipends, Room 316
Division of Fellowships and Seminars
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

The completed application will consist of the following documents:

1. the original proposal, which includes

   a. the NEH application cover sheet;

   b. a résumé, not to exceed two pages;

   c. a detailed description of the proposed study, not to exceed three single-spaced or six double-spaced pages;

   d. a bibliography for the project, not to exceed one page; and

   e. a separate page with the names and titles of the two people who will be writing letters of reference;

2. eight collated copies of the following: application cover sheet, résumé, detailed description, bibliography, and page with the name and title of each referee;

3. a set of two cards from the inside back cover of this application brochure; and

4. two letters of recommendation, to be submitted separately by the referees on the reference-letter forms provided in this brochure.

The application cover sheet and the reference-letter forms follow page 17.

Applicants should keep an additional copy of the application for their records.

NEH Application Cover Sheet

Instructions for completing the cover sheet can be found on pages 16-17.

Résumé

The résumé, in outline form, and not longer than two pages, should include the following:

1. a record of the applicant's education, including the title of any recent thesis or dissertation;

2. a record of employment (NOTE: if current employment is terminating, the date of termination should be indicated);

3. a selected list of the applicant's published work; and

4. a list of the most important academic honors or awards received. (Recipients of recent grants should refer to the paragraph on major fellowships and research grants near the bottom of page 3.) Applicants who have been awarded minor grants for their research since the beginning of the 1987-88 academic

year should be sure to indicate the source, the length of tenure, the dollar amount, the terms of leave (if any) provided by the grant, and the nature of the grant. In the case of grants awarded for purposes other than individual research, applicants should explain their involvement and activities. If applicants have been awarded no grants providing leave during this period, they should state that none has been received.

Books, articles, appendices, attachments, video/audio tapes, or similar materials will not be used in the review process and should not be submitted in support of applications. Transcripts and placement files also will not be used and should not be sent.

Description of Proposed Study

The proposal for a Summer Stipend is the only demonstration that panelists will have of the substance of the project, the contribution it can make to the humanities, and the general quality of the proposed work. It is essential that the text include enough detail about the ideas, objectives, and methods of the project to enable panelists to assess quality, significance, and feasibility. A simple statement of intent or need is insufficient evidence that a project merits support.

The title of the proposed study should identify the subject of the study at a glance and should make sense to the lay public.

The description of the proposed study should be written in plain language, free of jargon. Applications will be evaluated by scholars and other knowledgeable people from various fields, some of whom may not have a specialized knowledge of an applicant's area of study. The proposal, therefore, should be addressed to persons who will be interested in the project not only as an immediate contribution to learning in a particular field, but also as a contribution to the advancement of knowledge in the humanities more generally, and to the applicant's development as a scholar, teacher, and interpreter of the humanities.

The description of the proposed study should not exceed three single-spaced or six double-spaced, typed pages. Proposals should be easily readable, with margins of at least one inch. Type should be dark and not smaller than twelve characters per inch, and lines should be spaced so that there are no more than six per inch.

The description should be narrative in form, clearly focused and organized, and should cover the following matters:

1. Conception and Definition of the Project

   Applicants should describe the specific program of study or research planned for the stipend period, explaining the basic ideas or questions to be explored and illustrating the approach or line of thought to be taken, insofar as these have been developed.

   In addition, applicants should explain the relationship of the proposed project to their immediate and long-range study or research objectives. They should also explain the relationship of their projects to the work of other scholars in the same general area.

Applicants whose projects are the revision of their dissertations for publication should provide an updated bibliography or other information indicating what preliminary revision is already under way.

2. Significance of the Project

Applicants should indicate clearly the significance of the proposed work and the contribution it will make to the humanities.

3. Plan of Work and Methodology

Applicants should outline the plan of work, methodology, and schedule for the stipend tenure. The following questions may be pertinent:

* What is the present state of the proposed study?
* What work has thus far been done for the project?
* What remains to be done?
* What makes the proposed methodology particularly appropriate for the applicant's investigation?
* Where will the study be conducted?
* Will the applicant have access to the archives, collections, institutions, or persons essential for carrying out the project?
* Does the applicant have competence in the foreign languages needed for both the primary and secondary materials that will be used in the project?

Bibliography

Applicants should provide a short list (not more than one page) of primary materials and publications by other scholars that have the greatest relevance to the proposed study. Panelists use such lists in assessing the applicant's preparation for the project and in determining the applicant's approach to the subject.

Reference Letters

A completed application includes two letters of reference, the forms for which are included in this brochure. The authors of the letters should send them directly to the Endowment. Reference letters should provide important information about the applicants and their proposals, and applicants should select their referees carefully. Most helpful in this regard are letters from persons who are thoroughly familiar with the applicant's professional capabilities and accomplishments, and who can themselves authoritatively discuss scholarship and teaching in the applicant's field. Both letters may come from persons who are not affiliated with the applicant's home institution; in any case, at least one letter should be requested from a person not so affiliated. Recent degree recipients are advised to solicit a letter from their dissertation adviser.

The names and titles of the two people who will be writing reference letters on the applicant's behalf should be included on a separate sheet at the end of the project description.

Applicants should fill out the top part of the reference-letter forms, found at the back of this booklet, and send one of the forms, together with a copy of the

proposal, to each of the referees. Applicants are responsible for ensuring that referees send these letters directly to the Endowment, addressed to

Summer Stipends, Room 316
Division of Fellowships and Seminars
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Applicants should ask referees to send letters of reference as close as possible to the application deadline.

Data Cards

Applicants should complete and return the two data cards located on the inside back cover of this packet. Do not send copies.

Questions

Questions concerning the preparation of the application can be directed to the Summer Stipends staff by calling 202/786-0466.

The Application Review Process

The Summer Stipends program has one review cycle per year. The process begins with the October 1 application deadline and lasts five months.

The essential work of evaluating Summer Stipends applications is accomplished by peer review panels. The applications are grouped by discipline or clusters of related disciplines into sets for panel review. Each panel usually has five members who are scholars and teachers in the discipline or disciplines of the applications assigned to the panel. The recommendations of the disciplinary panels are reviewed in turn by the National Council on the Humanities. The National Council is composed of twenty-six members appointed by the President of the United States with the consent of the Senate to advise the Chairman of the Endowment on policy and program matters. The Chairman of the Endowment, after considering the recommendations made in the course of the review, makes the final decision on the applications.

Reapplication is always possible, and failure to gain support in one year does not prejudice an applicant's chances for reconsideration in future competitions. By writing to the program officer, an applicant may obtain details of the panelists' evaluation of the proposal.

OTHER PROGRAMS OF THE DIVISION OF FELLOWSHIPS AND SEMINARS

NEH fellowships provide opportunities for individuals to pursue advanced study and research that will enhance their capacities as teachers, scholars, or interpreters of the humanities and that will enable them to make significant contributions to thought and knowledge in the humanities. The NEH fellowships programs are intended for a range

of individuals, from those who have made significant contributions to the humanities to those who stand at the beginning of their careers. The program to which an applicant applies depends upon the applicant's institutional affiliation or circumstances. Fellowships for University Teachers are intended for faculty and staff members of universities that grant the Ph.D. and of postgraduate professional schools. Fellowships for College Teachers and Independent Scholars are intended for faculty and staff members of two-year and four-year colleges and universities that do not grant the Ph.D., individuals affiliated with institutions other than colleges and universities, and scholars and writers working independently. The application deadline for 1991-92 fellowships is June 1, 1990.

The Faculty Graduate Study Program for Historically Black Colleges and Universities is offered by the Endowment in response to the President's initiative regarding historically black colleges and universities. These fellowships are intended to strengthen the teaching of the humanities at these colleges and universities by providing one year of support for teachers to work toward the completion of a doctoral degree in one of the disciplines of the humanities. The application deadline for 1991-92 awards is March 15, 1990.

Summer Seminars for College Teachers provide opportunities for teachers in two-year, four-year, and five-year colleges and universities and for others who are qualified to do the work of the seminar and make a contribution to it. Participants work under the direction of distinguished scholars and teachers and pursue advanced study and research in their own fields or in other fields related to their interests. The application deadline is March 1, 1990, both for participants in 1990 seminars and for directors of 1991 seminars.

Summer Seminars for School Teachers provide opportunities for teachers of grades K through 12 to work in their areas of interest with distinguished teachers and committed scholars, studying seminal works in the humanities systematically and thoroughly. The application deadlines are March 1, 1990, for participants in 1990 seminars, and April 1, 1990, for directors of 1991 seminars.

The Travel to Collections Program provides grants of $750 to individual scholars so that they can use the research collections of libraries, archives, museums, or other repositories. Awards are made to help defray transportation costs, subsistence and lodging, reproduction and photoduplication costs, and associated research expenses. Semiannual application deadlines are July 15 for travel to begin after December 1, and January 15 for travel to begin after June 1.

Persons applying for a 1990 Summer Stipend may also apply for a Travel to Collections grant in January 1990 or for a 1990 Summer Seminar, but they may not hold more than one of these awards. Persons successful in the July 1989 Travel to Collections competition may hold the Travel to Collections award and a 1990 Summer Stipend, but the amount of the Summer Stipends award will be reduced by the amount of the Travel to Collections award.

The Younger Scholars Program provides support for secondary school and undergraduate students to carry out projects of research and writing in the humanities during the summer. Recipients work under the close supervision of a humanities scholar, and no academic credit may be taken for this work. The application deadline for 1990 awards is November 1, 1989.

Further information on these programs is available from the

Division of Fellowships and Seminars, Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
Telephone: 202/786-0466

APPENDIX

Instructions for Certification

1. The Endowment is required to seek certification from applicants who are individuals regarding federal debt status, debarment and suspension, and the requirements of the Drug-Free Workplace Act of 1988. By signing and submitting this application, the applicant provides the necessary certification.

2. If a prospective applicant is unable to provide the certification required by the Drug-Free Workplace Act, he or she is not eligible for funding from the Endowment. If a person is unable to provide the certification regarding federal debt status or debarment and suspension, an explanation shall be submitted to NEH. The explanation of why the certification on federal debt status or debarment and suspension cannot be submitted will be considered in connection with the Endowment's funding determination. Failure to furnish certification or an explanation shall disqualify the applicant from receiving an award from the Endowment.

3. The certification is a material representation of fact on which reliance will be placed if the Endowment decides to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the Endowment may terminate the award for cause or default or, when applicable, may take action authorized under the Drug-Free Workplace Act.

4. The applicant shall provide immediate written notice to the Endowment if at any time he or she learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The following definitions apply to the terms used in each of the certifications.

Definitions

Controlled Substance: A controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300.11 - 1300.15.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Delinquent: Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement,

unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency. If the debtor fails to pay the debt by the specified date, then the debt is delinquent and the "date of delinquency" is the date given as the payment due date for contractual agreements or the date notification of the debt was mailed, as appropriate.

Federal Debt: The amount of money or property that has been determined by an appropriate agency official to be owed to the United States by any person, organization, or entity. Examples of debts include delinquent taxes, audit disallowances, guaranteed and direct student loans, housing loans, farm loans, business loans, Department of Education institutional loans, benefit overpayments, and other miscellaneous administrative debts.

Grantee (in the drug-free workplace certification): A person who applies for or receives a grant directly from a federal agency.

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Proposal: A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Certifications

1. Certification Regarding Federal Debt Status (OMB Circular A-129)

The applicant certifies to the best of his or her knowledge and belief that he or she is not delinquent in the repayment of any federal debt.

2. Certification Regarding Debarment and Suspension (45 CFR 1169)

The applicant certifies to the best of his or her knowledge and belief that he or she: (a) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;

violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) has not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

3. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988)

The grantee certifies that he or she will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with the grant.

F89-16

National Endowment for the Humanities

Washington, D.C.

The following pages include:

—Instructions for Completing the Application Cover Sheet
—The Application Cover Sheet
—Field of Project Categories and Codes

Please read the instructions before completing applicable questions. Please print or type.

Purpose: The National Endowment for the Humanities uses a single cover sheet for all of its programs. This cover sheet gathers information that is necessary in one of two ways:

(1) The information is necessary for efficient consideration of the application during the review process and in the administration of the grant if an award is made.

(2) The information is *required of the Endowment* in various reports to Congress, other federal agencies, and the public. The Endowment must provide reports that involve statistical information or descriptions that can be obtained quickly from the cover sheet. Information is recorded in a computer, which stores the data for subsequent compilation and reporting.

Please read the instructions for each question carefully. Answer each question by typing or printing your reply. Please verify your answers to be certain that they are correct and complete.

You will find it helpful to complete the cover sheet last, after all other parts of the application have been prepared.

Privacy Act: The following notice is furnished in compliance with the Privacy Act of 1974:

The information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; statistical summaries; congressional oversight; and analysis of trends. Failure to provide any of the requested information will result in the delay or rejection of the application.

INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is eight hours per response. This estimate includes the time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete it, to the Assistant Chairman for Administration, National Endowment for the Humanities, Washington, D.C. 20506 and to the Office of Management and Budget, Paperwork Reduction Project (3136-0050), Washington, D.C. 20503.

Block 1: Individual applicant

Item a: Give a mailing address good through March 1990.

Item b: In the space provided, enter the number corresponding to the applicant's preferred form of address:

1--Mr.	3--Miss	5--Professor
2--Mrs.	4--Ms.	6--Dr.

Item c: Enter the social security number and date of birth of the applicant.

Item d: Whenever possible, one of the telephone numbers should be a number at which a message can be left.

Item e: Please use the fields listed on the back of the cover sheet as a guide. Write the name of the field and put the code in the box: for example, British Literature, DD. If the field of your specialty is not listed, indicate the general discipline in which it falls or the closest major field.

Item f: Applicants should be U.S. citizens, native residents of U.S. territorial possessions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Check the appropriate block. If you are a foreign national, use the space provided to specify the month and year in which you came most recently to reside in the United States.

Block 2: Type of applicant

Already marked. Only individuals may apply for Summer Stipends.

Block 3: Type of application

Already marked. Each Summer Stipends application is new.

Block 4: Program to which application is being made

The name of the program, Summer Stipends, and its Endowment code, 6211, have been preprinted on the form. If application is being made under one of the Endowment's special initiatives described on page 5 of the guidelines, please indicate the number corresponding to the initiative in the space provided after Endowment Initiatives:

03C--The Foundations of American Society
03M--The Columbian Quincentenary

Block 5: Requested grant period

A Summer Stipend may be held for any two consecutive, full months. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for holding tenure at other times of the year.

Block 6: Project funding

The amount of each Summer Stipends award, $3,500, has been preprinted in this block. No further entry is needed.

Block 7: Field of project

Please again use the fields and codes listed on the back of the cover sheet in designating the field of your proposed study. If the field of your project is not listed there, indicate the general discipline in which it falls or the closest major field.

Block 8: Descriptive title of project

Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist and should not exceed 120 characters, including punctuation and spaces. NEH is obliged to be as clear as possible to the public about awards that it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title to the project.

Block 9: Description of project

Provide a brief description of the proposed project. Do not exceed the space provided.

Block 10: Will this proposal be submitted to another government agency or private entity for funding?

Not applicable.

Block 11: Institutional data

Item a: Indicate the name, city, state, and ZIP code of the institution by which the applicant is employed.

Item b: Not applicable.

Item c: Applicants nominated by colleges and universities must be endorsed by the officer authorized to submit Summer Stipends nominations, usually an academic vice president or dean. This official's name should be typed on the line above the spaces for the official's title and signature. The official must sign and date the original application cover sheet. Applications that are not signed will be returned. The nominating official should also send a letter giving the names of the institution's nominees.

Persons who are exempt from the nomination requirement should type "exempt from nomination" on line 11.c. Applicants with terminating academic appointments should also indicate the date of termination.

Item d: Enter the full mailing address and telephone number of the nominating official (the same person whose name appears in 11.c.). See instructions governing item 1.b. for the form of address.

Block 12: Certification

The Endowment is required to seek from all applicants certification regarding federal debt status, debarment and suspension, and a drug-free workplace. By signing and submitting this application, the applicant is providing the necessary certification. Please refer to the "Certifications" section and the accompanying instructions in the appendix to these application guidelines.

Block 13: Nomination status

Please consult the "Nomination" section of the brochure for details about the nomination requirements. If you are being nominated by an academic institution, please check either junior nominee or senior nominee. If you are not on the faculty of an academic institution, or if you are a faculty member whose appointment will terminate at the end of the 1989-90 academic year, please check exempt. If your project focuses on The Foundations of American Society or The Columbian Quincentenary, please check exempt. Do not check more than one category.

NEH APPLICATION COVER SHEET

OMB No. 3136-0050
Expires 3/31/90

1. Individual applicant or project director

a. Name and mailing address

Name _____
(last) (first) (initial)

Address _____

_____

_____
(city) (state) (zip code)

b. Form of address: ☐

c. Social Security # _____ Date of birth _____
(mo day yr)

d. Telephone number
Office: ___/_____ (area code) Home: ___/_____ (area code)

e. Major field of applicant or project director _____ ☐ (code)

f. Citizenship ☐ U.S.
☐ Other _____
month/year

2. Type of applicant

a. X by an individual b. ☐ through an org./ institution
If a, indicate an institutional affiliation, if applicable, on line 11a
If b, complete block 11 below and indicate here:
c. Type
d. Status

3. Type of application

a. X new c. ☐ renewal
b. ☐ revision and resubmission d. ☐ supplement
If either c or d, indicate previous grant number:

_____

4. Program to which application is being made

Summer Stipends 6211

Endowment Initiatives: _____ (code)

5. Requested grant period

From: _____ (month year) To: _____ (month year)

6. Project funding

a. Outright funds	$	3,500
b. Federal match	$	
c. Total from NEH	$	3,500
d. Cost sharing	$	
e. Total project costs	$	3,500

7. Field of project ☐

8. Descriptive title of project

9. Description of project (do not exceed space provided)

10. Will this proposal be submitted to another government agency or private entity for funding?
(if yes, indicate where and when): Not Applicable

11. Institutional data

a. Institution or organization:

_____
(name)

_____
(city) (state) (zip)

b. Employer identification number Not Applicable

c. Name of nominating official:

_____
(last) (first) (initial)

_____
(title)

_____
(signature) (date)

d. Full mailing address of the nominating official:

_____

_____

_____

_____
(city) (state) (zip code)

Telephone: ___/_____ (area code) Form of address ☐

12. Certification

By signing and submitting this application, the applicant is providing the certifications regarding federal debt status, debarment and suspension, and a drug-free workplace, as set forth in the appendix to these application guidelines.

_____ _____
(signature) (date)

Note: Federal law provides criminal penalties of up to $10,000 or imprisonment of up to five years, or both, for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001.

13. Nomination Status

☐ Junior Nominee ☐ Senior Nominee ☐ Exempt

For NEH use only
Date received
Application #
Initials

Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1e and 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and *is not meant to define the disciplines of the humanities*. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.

Anthropology L1

Archaeology U6

Archival Management/Conservation I1

Arts, History and Criticism MA

Architecture: History & Criticism U3
Art: History and Criticism M1
Dance: History & Criticism M3
Film: History & Criticism M4
Music: History & Criticism M5
Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1
Journalism P4
Media P3

Education H1

Ethnic Studies K1

Asian American K5
Black/Afro-American K4
Hispanic American K3
Jewish K6
Native American K2

History A1

African A2
American A3
Ancient AC
British A4
Classical A5
European A6
Far Eastern A7
Latin American A8
Near Eastern A9
Russian AA
South Asian AB

Humanities U8

Interdisciplinary U1

African Studies G1
American Studies G3
Area Studies GH
Asian Studies G5
Classics G7
Folklore/Folklife R1
History/Philosophy of Science, Technology or Medicine GA
International Studies GG
Labor Studies G4
Latin American Studies Gj
Medieval Studies G8
Regional Studies GF
Renaissance Studies G9
Rural Studies GC
Urban Studies G2
Western Civilization GB
Women's Studies G1

Languages C1

Ancient CC
Asian CA
Classical C2
Comparative C9
English CE
French C3
German C4
Italian C5
Latin American C6
Near Eastern CB
Slavic C7
Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK
American DE
Ancient DC
Asian DA
British DD
Classical D2
Comparative D9
French D3
German D4
Italian D5
Latin American D6
Literary Criticism DI
Near Eastern DB
Slavic D7
Spanish D8

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2
Epistemology B3
Ethics B4
History of Philosophy B5
Logic B6
Metaphysics B7
Non-Western Philosophy B8

Religion E1

Comparative Religion E5
History of Religion E2
Non-Western Religion E4
Philosophy of Religion E3

Social Science U2

American Government F2
Economics N1
Geography U7
International Relations F3
Political Science F1
Psychology U5
Public Administration F4
Sociology S1

OMB No. 3136-0050
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Summer Stipends
Reference Letter Form

National Endowment for the Humanities

Division of Fellowships and Seminars, Room 316

1100 Pennsylvania Avenue, N.W. Washington, D.C. 20506

To Be Completed by the Applicant

Name of *Applicant*:
Institution:
City and State:
Descriptive Title of Project:

For Use of Referee (Please see back of this page for guidelines. Do not use blue ink.)

Signature of *Referee*: _____ Date _____

Name and Title: _____

Department (or Position): _____

Institution (or Employer): _____

(over)

Guidelines for Referees

The person named on the front of this form has applied to the National Endowment for the Humanities for a Summer Stipend. We would appreciate receiving from you a judicious assessment of the application according to the criteria for NEH Summer Stipends. Any other comments that you think might be helpful will be welcome.

The National Endowment for the Humanities will keep the identity of authors of reference letters confidential. Under certain circumstances nonidentifying contents of reference letters may be disclosed upon request by the applicant as required by the Freedom of Information Act, 5-U.S.C. 522, and the Privacy Act of 1974, 5-U.S.C. 552a.

It is important to the applicant that we receive your letter *as close as possible to the October 1 application deadline*. Please send it directly to

Summer Stipends
Division of Fellowships and Seminars
Room 316
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Summer Stipend applications will be judged using the following criteria:

1. the quality or the promise of quality of the applicant's work;
2. the significance of the contribution that the proposed project will make to thought and knowledge in the applicant's field and to the humanities generally;
3. the conception, definition, organization, and description of the proposed project; and
4. the likelihood that the applicant will complete the project.

OMB No. 3136-0050
Expires: 3/31/90

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4. the likelihood that the applicant will complete the project.

FY–90 **NEH Summer Stipends**—Please Print or Type

Card #1

OMB No. 3136-0050
Expires: 3/31/90

Applicant's Name:
(Last name, first name, initial)

Applicant's Home Address:

Institutional Affiliation:
(Department or school, institution, city, and state)

Descriptive Title of Project:
(Same as cover sheet)

Primary Location Where Project Will Be Conducted:
(If in the United States, list city and state; if not, list country.)

Academic Rank:

- ☐ Professor
- ☐ Assoc. Professor
- ☐ Asst. Professor
- ☐ Instructor
- ☐ Lecturer or Other
- ☐ No Academic Rank

References (Names only):

1. _____

2. _____

Telephone Numbers (with area codes):

Office: _____

Home: _____

Complete all blanks as follows:

1. **Name: last, first, middle**
2. **Institutional Affiliation: institution's name, city, state**
3. **Descriptive Title of Project: as in Block 8 of the application cover sheet**

Card #2

1. _____

2. _____

3. _____

Division of Fellowships and Seminars
Room 316
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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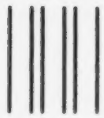

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